

# **'WHAT TO DO' BOOKLET**

**(29 CFR 1910.1200)  
Hazard Communication Standard  
And  
The Hazardous Chemical Right To Know Law**



**Tennessee Department of Labor & Workforce Development  
Division of Occupational Safety and Health**

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## STEP 1

**DETERMINE WHO IS RESPONSIBLE FOR  
IMPLEMENTING THESE  
LAWS IN YOUR WORKPLACE**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

**NOTE:**

In many workplaces it will be difficult for one person to implement this program. If your workplace has responsibilities such as purchasing, receiving of incoming materials, plant engineering, etc., delegated to different individuals, you may desire to assemble these persons into a team or committee. This team can more effectively deal with the development of a Hazard Communication Standard/Tennessee Hazardous Chemical Right-to-Know Law (HCS/HCRTK) program since each member will have a unique point of view and different expertise.

### LIST TEAM MEMBERS

Name _____	Title _____
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Name _____	Title _____
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Name _____	Title _____
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## STEP 2

**MAKE A LIST OF ALL CHEMICALS (MATERIALS) IN THE  
WORKPLACE BY LABEL IDENTITY. (USE INVENTORY  
WORKSHEET - APPENDIX A)**

**NOTE:**

Examples of such chemicals commonly found are:

Paints, glues, solvents, strippers, welding rods, janitorial cleaning materials, flammables, combustible liquids, explosives, powders, dusts, metals, compressed gases and air, acids, caustics, oils, abrasives and pesticides.

These materials may be found in small and large cans and bottles, bags, boxes, containers, cylinders, drums, tanks (bulk) and tank cars.

'Articles' (e.g. manufactured items which do not release, or otherwise result in exposure to a hazardous chemical, under normal conditions of use) are exempt from this program.

**EXAMPLE**

INVENTORY WORKSHEET	Hazardous	Non-hazardous
Label Identity		
Red 213 paint		
Toluene		
Welding rods - 304 stainless steel		
Ajax Cleanser		
Propane		

## STEP 3

### ADD TO THE INVENTORY WORKSHEET CHEMICALS (MATERIALS) PRODUCED IN YOUR WORKPLACE

Examples of such are:

- carbon monoxide from lift trucks and other combustion processes
- welding fumes
- wood dust
- compressed air
- asbestos from pipes, ceilings, walls, floors, etc.
- hydrogen cyanide when cyanide plating is done

INVENTORY WORKSHEET	Hazardous	Non-hazardous
Label Identity		
Red 213 paint		
Toluene		
Welding rods - 304 stainless steel		
Ajax Cleanser		
Propane		
Carbon monoxide fumes (lift truck)		
Compressed air		
Welding fumes		

## Step 4

### **OBTAIN CURRENT MATERIAL SAFETY DATA SHEETS (MSDS) FROM SUPPLIERS FOR ALL CHEMICALS**

#### **NOTE:**

- MSDSs have existed for many years. They are now required to be given upon the initial shipment of any hazardous chemical or an update.
- If you are unable to get an MSDS from a supplier, contact your local TOSHA office for assistance. According to Tennessee State Law. If a chemical is not hazardous as defined by the Standard, a written statement to this effect must be provided.
- TOSHA will supply guidelines that will serve as MSDSs for such internally produced products as carbon monoxide from lift trucks or combustion processes, wood dust, welding fumes or asbestos.
- \* You need not obtain MSDSs for chemicals (and therefore they are exempt from this program) which meet all the following requirements:
  1. They are consumer products
  2. They are used for the purpose intended by the manufacturer
  3. They are not used more frequently, or for longer periods of time, than a consumer uses them
- \* If you do not obtain an MSDS for these reasons, place a comment such as 'not needed' or 'quantity too small' in the 'HAZARDOUS' column of the Inventory Worksheet.

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HCS 1910.1200(b)(6)(ix)  
HCRTK Law T.C.A. §50-3-2008  
HCRTK Rule 0800-1-9-.05

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## STEP 5

**DETERMINE WHICH CHEMICALS ON YOUR  
INVENTORY WORKSHEET ARE HAZARDOUS  
(USE MATERIAL SAFETY DATA SHEETS)**

**NOTE:**

- Some MSDSs have a direct statement telling you if a material is hazardous or not.
- Consider a material to be hazardous if there is any entry in the "Hazardous Ingredient" Section.
- Consider that a material is hazardous if it is flammable, a combustible liquid, a compressed gas, an explosive, an organic peroxide, an oxidizer, pyrophoric, or water reactive.
- If a chemical is non-hazardous, or a consumer product, mark it accordingly on the inventory worksheet.

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HCS 1910.1200[(d) & (g)(2)]  
HCRTK Law T.C.A. §50-3-2008  
HCRTK Rule 0800-1-9-.05

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## STEP 6

**ENSURE THAT ALL CONTAINERS ARE PROPERLY  
LABELED, TAGGED OR MARKED**

**NOTE:**

Proper labels should indicate:

- a. Name of hazardous chemical as indicated on the MSDS
- b. Appropriate hazard i.e. the specific organ affected (e.g. damages lungs, irritates skin, causes dizziness)
- c. Name and addresses of the chemical manufacturer, importer, or other responsible party (only for shipped containers)
- d. See Examples in Appendix B - "Suggested Label/Training Content"

When chemicals are transferred to a secondary container, transfer the label identity and hazard warning

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HCS 1910.1200(f)  
HCRTK Law T.C.A. §50-3-2009  
HCRTK Rule 0800-1-9-.06

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## STEP 7A (Chemical Manufacturers and Importers)

**PREPARE A WRITTEN DETERMINATION PROGRAM WHICH DESCRIBES THE PROCEDURES USED TO DETERMINE THE HAZARDS OF THE CHEMICALS PRODUCED OR IMPORTED**

**NOTE:**

1. Chemicals listed in the following sources are hazardous
  - a. 29 CFR Part 1910, Subpart Z. Toxic and Hazardous Substances, Occupational Safety and Health Administration (OSHA); and
  - b. Threshold Limit Values for Chemical Substances, and Physical Agents in the Work Environment, American Conference of Government Industrial Hygienists (ACGIH) (latest edition).
2. Chemicals listed in the following sources are carcinogens or potential carcinogens and are considered hazardous:
  - (a) National Toxicology Program (NTP), Annual Report on Carcinogens (latest edition);
  - (b) International Agency for Research on Cancer (IARC) Monographs (latest editions); or
  - (c) 29 CFR Part 1910, Subpart Z, Toxic and Hazardous Substances, Occupational Safety and Health Administration
3. Criteria for chemical evaluation are listed in Appendices A and B of the Standard

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HCS 1910.1200(d)

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## STEP 7B

### PREPARE A WRITTEN HAZARD COMMUNICATION PROGRAM

#### A Suggested Program

The \_\_\_\_\_ is responsible for the communication and implementation of the program  
(assigned person) to employees.

#### A. Labels and other forms of warning

Labels and other forms of warning for each incoming hazardous chemical will be inspected for compliance with Section (f) of the standard to ensure that proper forms of warning are posted. For hazardous chemicals produced within the plant (such as carbon monoxide and welding products), warnings must be posted.

1. The type of labeling system we will use is \_\_\_\_\_
2. The JOB TITLE \_\_\_\_\_ is responsible for ensuring that all  
(assigned person)  
incoming containers are labeled.
3. Each person is responsible for reporting unlabeled containers to \_\_\_\_\_

#### B. Material Safety Data Sheets (MSDS)

MSDS for each hazardous chemical to which employees are or may be exposed, will be obtained and made readily available according to the requirements of section (g) of the standard. For new chemicals, MSDSs will be made available prior to use. For hazardous chemicals produced internally (such as carbon monoxide and welding fumes), an MSDS may be used or developed to satisfy the physical and health hazard communication requirements.

#### C. Employee Information and Training

1. Information and training as required by Section (h) will be provided to all employees at the time of initial assignment for existing hazard, whenever a new hazard is introduced into their work area, and when new information about the hazards of a chemical is found. Additionally, the HCRTK Law requires annual refresher training.
2. Required information will be obtained from sources which include those listed in Appendices B and C of the standard.
3. Employees will be trained to be able to verbally recall fundamental health and physical hazards associated with the specific chemicals to which they are exposed.
4. The trainers are \_\_\_\_\_  
\_\_\_\_\_
5. The training will utilize such aids and methods as: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Hazardous Chemicals List

The 'Inventory Worksheet' partially fulfills this requirement.\* (Please alphabetize and use as the 'Content' page with your overall MSDS file). Tennessee demands that an updated Chemical List be submitted annually.

E. Multi-Employer Activity

Other employers who have employees in our facilities who may be exposed to hazardous chemicals will be provided access to the written hazard communication program. They will be shown the MSDSs for the chemicals to which they may be exposed and will be informed of any precautionary measures, such as signs and procedures, necessary to protect them during normal operating conditions or in the event of foreseeable emergencies. The labeling system we use will be explained.

Our employees who work in other employer worksites must be afforded the same requirements as in the preceding paragraph before beginning work.

F. Non-Routine Tasks

Periodically, employees are required to perform non-routine tasks which are hazardous. Some examples of non-routine tasks are: Prior to starting work on such projects, each affected employee will be given information by the safety manager about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the employee can use, and steps the company is taking to reduce the hazards, including ventilation, respirators, the presence of another employee (buddy systems), and emergency procedures.

Other examples of non-routine tasks are:

- Cleaning of the dip tank in the cleaning department
- Emptying the bag house
- Painting the floors and walls

\*To completely fulfill this requirement in Tennessee, see Steps 9 and 10.

## STEP 8

**TRAIN THE EMPLOYEES ABOUT THE HAZARDOUS  
CHEMICALS WITH WHICH THEY WORK OR MAY BE  
EXPOSED TO IN A FORESEEABLE EMERGENCY**

**NOTE:**

TOSHA will expect employees to verbally recall the following questions in simple language to inspectors:

1. What are the requirements of the hazard communication standard?
  2. What hazardous chemical(s) are you exposed or may be exposed to during normal use or in a foreseeable emergency?
  3. Where is this chemical present?
  4. What are the short and long term effects on the body?
  5. How can you detect if you are overexposed to the chemical(s)?
  6. How can you protect yourself from overexposure?
  7. Where are the MSDS, chemical list, and written program located?
- 
- The Tennessee Right-To-Know Law requires that training be repeated annually and that records of the training be kept. Record all training dates, identify each employee trained, and provide a short description of the training given.
  - You may use the MSDS for training. Additional information and help may be obtained from TOSHA or other sources, such as [www.osha.gov](http://www.osha.gov).
  - Employees (e.g. maintenance personnel) who are exposed to many chemicals (multi-chemical exposure) may verbally recall the short and long term effects of chemicals on the body (Appendix C) to comply with the requirements of number 4.

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HCS 1910.1200(h)  
HCRTK Law T.C.A. 50-3-2010  
HCRTK Rule 0800-1-9-.07

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## **STEP 9A**

**(MANUFACTURERS - STANDARD INDUSTRIAL CODES 20-39)**

### **PREPARE A WORKPLACE CHEMICAL LIST USING MATERIAL SAFETY DATA SHEETS**

**(Submit the Workplace Chemical List to TOSHA, at the address below, within 96 hours of request by a TOSHA representative.)**

**Workplace Chemical List  
Tennessee Department Of Labor & Workforce Dev.  
Division Of Occupational Safety And Health  
Andrew Johnson Tower  
710 James Robertson Parkway, 3rd Floor  
Nashville, Tennessee 37243-0659**

#### **PROCEDURE:**

1. Make a copy of Appendix D in this booklet and fill in the information at the top.
2. Enter the product name from the MSDS in the "Products/Trade Name" Column. Complete the line.
3. For each product name enter all hazardous ingredients from the material safety data sheets in the chemical/component column.
4. Add compressed gases, flammable and combustible liquids similarly.
5. Enter all locations where the chemical is produced/stored or used.

## STEP 9A (CONT)

### Sample:

CHEMICAL/ COMPONENT NAME	CHEMICAL ABSTRACTS SERVICES (CAS) NO.	PRODUCT OR TRADE NAME(S) (LABEL IDENTITY)	WORK AREA WHERE CHEMICAL IS NORMALLY USED OR STORED
Toluene	108-88-3	Red 231, SL-Enamel, Gold Paint, Bright Yellow, Solvent-Y	Paint Room A
Lead	7439-92-1	Bright Yellow, Metal Shot	Paint Room Mfg. Area
Carbon Monoxide	630-08-0	Lift Truck Fumes	Lift Truck Area
Air (Compressed)	---	Air (Compressed)	Compressor Room
Iron Oxide Fume	1309-37-1	Steel, Welding Rods	Storage Rack/Cabinet
Fluoride	7440-47-3	Welding Rods	Storage Rack/Cabinet
Chromium	7440-47-3	Stainless Steel Welding Rods	304, 309 Storage Rack/Cabinet
Nickel	7440-02-0	Stainless Steel Welding Rods	304, 309 Storage Rack/Cabinet
Propane	74-98-6	Propane	Storage Rack
Mineral Spirits	64742-88-7	Paint: Safety Grey, Yellow	Paint Storage Cabinet

\*Many containers of paints or oils (or such categories) may be grouped as "Paints" or "Oils."

\*Remember, consumer products may be omitted from the list if they are:

- a. used for the purpose intended, AND
- b. used in the same frequency and duration as used by a consumer

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HCRTK Law T.C.A. §50-3-2015(a)  
HCRTK Rule 0800-1-9-.11

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## **STEP 9B**

**(NON-MANUFACTURING E.G. AGRICULTURE, CONSTRUCTION,  
FORESTRY AND FISHING, RETAIL TRADE)**

**PREPARE A MODIFIED WORKPLACE CHEMICAL LIST USING  
MATERIAL SAFETY DATA SHEETS FOR CHEMICALS PRESENT IN  
EXCESS OF 500 POUNDS OR 55 GALLONS (CUMULATIVE)**

**(Submit the Workplace Chemical List to TOSHA, at the address below, within  
96 hours of request by a TOSHA representative.)**

**Workplace Chemical List  
Tennessee Department Of Labor & Workforce Dev.  
Division Of Occupational Safety And Health  
Andrew Johnson Tower  
710 James Robertson Parkway, 3rd Floor  
Nashville, Tennessee 37243-0659**

### **PROCEDURE:**

1. Make a copy of Appendix D of this booklet and fill in the information at the top.
2. Enter the product name from the MSDS in the "Products/Trade Name" Column. Complete the line.
3. For each product name, enter all hazardous ingredients from the material safety data sheets in the chemical/component column.
4. Add compressed gases, flammable and combustible liquids similarly.
5. Enter all locations where the chemical is produced/stored or used.

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HCRTK Law T.C.A. 50-3-2015(b)  
HCRTK Rule 0800-1-9-.11

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## STEP 10

**SUBMIT THE MODIFIED WORKPLACE CHEMICAL LIST  
TO THE LOCAL FIRE CHIEF  
FOR HAZARDOUS CHEMICALS NORMALLY STORED  
ONLY IN EXCESS OF FIVE HUNDRED (500) POUNDS OR 55 GALLONS AND  
COMPRESSED GASES IN EXCESS OF  
FOUR 239 POUND NORMAL CAPACITY CYLINDERS**

Also, submit the name(s) and telephone number(s) of knowledgeable representative(s) of the employer  
Or distributor who can be contacted for further information or in an emergency.

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HCRTK Law T.C.A. 50-3-2014(b)  
HCRTK Rule 0800-1-9-.10(3)

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## STEP 11

**PLACE ONE (1) SIGN IN ACCORDANCE WITH  
NFPA 704M SERIES ON THE OUTSIDE OF ANY  
BUILDING CONTAINING ANY HAZARDOUS  
CHEMICALS LISTED BELOW**

1. Class A or B explosive
2. Poison gas (poison A)
3. Water-reactive solid
4. Radioactive material (listed in Table 1 of Federal Department of Transportation (DOT) regulations at 49 CFR 172 and 173)
5. Any other hazardous chemical
  - a. In excess of 55 gallons of liquid
  - b. In excess of 500 pounds of solid
  - c. Or a gas which
    - i) would exceed the ACGIH Short Term Exposure Limit (STEL) or TOSHA ceiling limit if allowed to occupy a volume of 1.0 cubic meter  
or
    - ii) would exceed the ACGIH Threshold Limit Value (TLV) or TOSHA 8-hour Permissible Exposure Limit (PEL) if allowed to occupy a volume of 1.0 cubic meter  
or
    - iii) is a flammable gas  
or
    - iv) is stored in more than four (4) compressed gas cylinders of 239 pounds nominal capacity

NOTE: Rules and Regulations requires that each sign be comprised of four (4) squares, each measuring seven and one-half (7 1/2) inches per side and arranged to form a square with fifteen (15) inch sides with diagonals horizontal and vertical. See appendix E for additional information. Contact your local fire department for completion of the sign.

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HCRTK Law T.C.A. 50-3-2014(f)  
HCRTK rule 0800-1-9-.10(8)

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## **STEP 12**

### **READ THE**

- Hazard Communication Standard (29 CFR1910.1200)
- Hazardous Chemical Right-to-Know Law (T.C.A. 50-3-2001 - 50-3-2019)
- TDOL Rule Chapter 0800-1-09

**PLEASE CALL OUR AREA OFFICES IF YOU HAVE ANY QUESTIONS OR NEEDS**

**NOTE:** This booklet is not designed to answer all of your questions, but only as a guide for direction.

## APPENDIX A

[illegible]

## APPENDIX B

### SUGGESTED LABEL/TRAINING CONTENT

#### ASBESTOS\*

- \* may cause cancer of lung and digestive tract, throat and kidney
- \* may cause asbestosis (scarring of the lungs)
- \* may cause skin irritation

#### CARBON MONOXIDE\*

Overexposure may cause:

- \* dizziness, nausea or headache
- \* aggravation of heart and artery diseases
- \* unconsciousness and death

#### CAUSTICS AND ACIDS\*

Overexposure may cause:

- \* skin irritation and burns
- \* damage to eyes and blindness
- \* nasal and respiratory damage
- \* throat and stomach damage upon ingestion
- \* chromic acid may cause cancer

#### COMPRESSED AIR\*

- \* vessel rupture may result in a missile reaction
- \* concentrated streams may cause skin rupture and body damage
- \* exhausted or suddenly released air can produce noise and traumatic effects

#### COMPRESSED GASES\*

- \* vessel rupture may result in a missile reaction
- \* concentrated streams may cause skin rupture and body damage
- \* exhausted or suddenly released air can produce noise and traumatic effects
- \* overexposure may result in toxic effects specific to each gas
- \* high concentrations may cause asphyxiation in confined spaces

#### LEAD\*

Overexposure may cause:

- \* headache
- \* joint and muscle pain
- \* abdominal cramping
- \* anemia
- \* damage to kidneys and nervous system

#### SILICA\*

Overexposure may cause:

- \* silicosis (scarring of the lungs)
- \* lung cancer
- \* cough, wheezing
- \* impaired breathing

#### SOLVENTS – HALOGENATED\*

Overexposure may cause:

- \* irritation of eyes, nose and throat
- \* skin irritation/disease
- \* headache, nausea, dizziness, light-headedness, drowsiness
- \* permanent nervous system damage
- \* possible cancer producing
- \* unconsciousness
- \* death

#### SOLVENTS – ORGANIC\*

Overexposure may cause:

- \* irritation of eyes, nose, and throat
- \* skin irritation/disease
- \* headache, nausea or light-headedness
- \* nervous system damage
- \* blood disorders
- \* permanent eye damage, blindness
- \* unconsciousness/coma
- \* sudden collapse
- \* death

## **WELDING\***

- \* fumes and gases may cause irritation of the eyes, nose and throat
- \* fumes and gases may cause chest pain/pulmonary edema
- \* fumes and gases may cause chronic lung diseases/lung cancer fumes and gases may cause metal fume fever/lead poisoning
- \* polyester and other man-made fibers may melt and cause severe burns if struck by a welding spark
- \* may result in asphyxiation in confined spaces

## **WOOD DUST\***

Overexposure may cause:

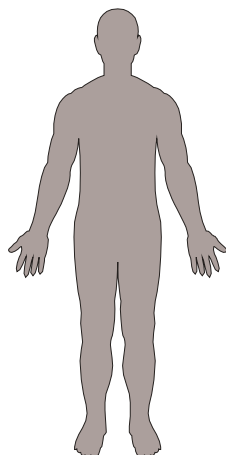
- \* skin, eye, and lung irritation
- \* coughing and hoarseness
- \* dermatitis
- \* difficulty in breathing
- \* some dusts cause cancer
- \* fire hazard
- \* (all effects are aggravated by smoking)

### **\*Substance Specific Standards**

These chemicals have specific labeling and training requirements promulgated under separate substance specific rulemaking efforts. See the requirements in the appropriate section of the standards for additional specific label and training requirements that must be met.

## APPENDIX C

### Bodily Effects of Chemicals



Dizziness, Light Headedness, Headache, Drowsiness

Irritation to Eyes, Nose, Throat, Lungs

Dermatitis, Burns

Sick to Stomach, Nausea, Vomiting

Fever  
Unconsciousness  
Death

#### **Short Term (Immediate)**

#### **Damage to:**

Eyes  
Skin  
Lungs  
Heart  
Blood  
Nerves  
Muscles  
Kidneys  
Other Organs  
Bones

Skin  
Sensitization

Cancer  
Death

Birth Defects  
Reproductive Effects



#### **Long Term**

# APPENDIX D

## WORKPLACE CHEMICAL LIST FORM

EMPLOYER NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

WORKPLACE LOCATION \_\_\_\_\_

(Not P.O. Box)

IDENTIFICATION \_\_\_\_\_

(If any)

COUNTY \_\_\_\_\_

TYPE OF BUSINESS \_\_\_\_\_

\_\_\_\_\_

FEDERAL EMPLOYER'S  
IDENTIFICATION NUMBER

		—								
--	--	---	--	--	--	--	--	--	--	--

PRIMARY  
SIC CODE

--	--	--	--

NO. OF  
EMPLOYEES

--	--	--	--

CHEMICAL/ COMPONENT NAME	CHEMICAL ABSTRACTS SERVICES (CAS) NO.	PRODUCT OR TRADE NAME(S) (LABEL IDENTITY)	WORK AREA WHERE CHEMICAL IS NORMALLY USED OR STORED

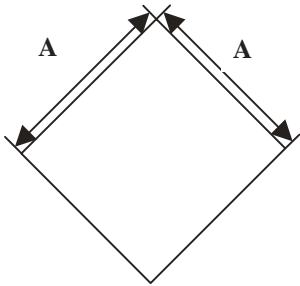




# APPENDIX E

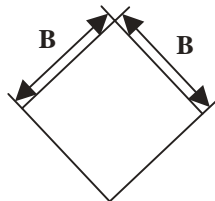
## NFPA 704M INFORMATION

Identification of Health Hazard Color Code: <b>Blue</b>		Identification of Flammability Color Code: <b>RED</b>		Identification of Reactivity (Stability) Color Code: <b>YELLOW</b>	
Signal	Type of Possible Injury	Signal	Susceptibility of Materials to Burning	Signal	Susceptibility to Release of Energy
<b>4</b>	Materials that on very short exposure could cause death or major residual injury	<b>4</b>	Materials that will rapidly or completely vaporize at atmospheric pressure and normal ambient temperature, or that are readily dispersed in air and that will burn readily.	<b>4</b>	Materials that in themselves are readily capable of detonation or of explosive decomposition or reaction at normal temperatures and pressures.
<b>3</b>	Materials that on short exposure could cause serious temporary or residual injury.	<b>3</b>	Liquids and solids that can be ignited under almost all ambient temperature conditions.	<b>3</b>	Materials that in themselves are capable of detonation or explosive decomposition or reaction but require a strong initiating source or which must be heated under confinement before initiation or which react explosively with water.
<b>2</b>	Materials that on intense or continued but not chronic exposure could cause temporary incapacitation or possible residual injury.	<b>2</b>	Materials that must be moderately heated or exposed to relatively high ambient temperatures before ignition can occur.	<b>2</b>	Materials that readily undergo violent chemical change at elevated temperatures and pressures or which react violently with water or which may form explosive mixtures with water.
<b>1</b>	Materials that on exposure would cause irritation but only minor residual injury.	<b>1</b>	Materials that must be preheated before ignition can occur.	<b>1</b>	Materials that in themselves are normally stable, but which can become unstable at elevated temperatures and pressures.
<b>0</b>	Materials that on exposure under fire conditions would offer no hazard beyond that of ordinary combustible material.	<b>0</b>	Materials that will not burn.	<b>0</b>	Materials that in themselves are normally stable, even under fire exposure conditions, and which are not reactive with water.



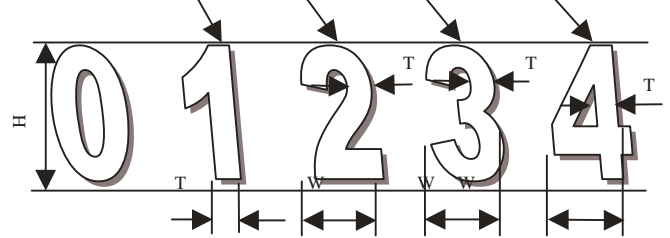
When painted (use same dimensions for sign or placard)

When made from adhesive-backed plastic (one for each numeral, three necessary for each complete signal)



Minimum Dimensions of White Background for Signals (White Background is Optional)

Color of numerals 1, 2, 3, 4 should be as indicated



E-1

Size of Signals H	W	T	A	B
1	0.7	5/32	2½	1¼
2	1.4	5/16	5	2½
3	2.1	15/32	7½	3¾
4	2.8	5/8	10	5
6	4.2	15/16	15	7½